

Vermont Certified Local Government Program 2015 Grant Application Form

Name of CLG Community: Montpelier

Name of CLG Coordinator: Michael Miller AICP, CFM

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Project Name: National Register Update

Project Category: Please check the appropriate category below and provide the requested information where indicated or on a separate page.

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Survey Project. *Please describe:*

- purpose of the project;
- area to be surveyed (indicate on map);
- estimated number of properties to be surveyed;
- estimated number of acres to be surveyed;
- status of completion of town-wide or city-wide survey; and
- plans for completion of survey.

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National Register Project. *Please describe:*

- purpose of the project;
- building or historic district to be nominated (indicate on map);
- property type or theme for Multiple Property nomination;
- for a historic district, the number of contributing properties within the district;
- status of completion of town-wide or city-wide survey;
- plans for completion of survey; and
- status of survey through the National Register process.

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Preservation Planning Project. *Please describe:*

- purpose of the project;
- area to be covered by the plan (describe and indicate on map);
- status of completion of town-wide or city-wide survey, and plans for completion of survey; and
- status of survey through the National Register process.

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Information and Education Project. *Please describe:*

- purpose of the project;
- audience, methods and products;
- status of completion of town-wide or city-wide survey, and plans for completion of survey;
- status of survey through the National Register process; and
- status of historic preservation planning.

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Pre-Development Project. *Please describe:*

- purpose of the project;
- property or area to be covered by the plan (describe and indicate on map);
- scope of work and products;
- status of completion of town-wide or city-wide survey, and plans for completion of survey;
- status of survey through the National Register process; and

- status of historic preservation planning.
- ☐ **Development Project.** *Please describe:*
 - purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.

Project Summary (please address the bulleted items in the Project Category selected above):

Purpose:

The City of Montpelier is seeking CLG Grant funds to complete a long standing project to update the City of Montpelier's National Register Historic District. An update was started in 2006 which reviewed the 1989 boundary increase however the next steps were never completed. Due to staffing reductions and loss of the City's CLG Coordinator the City was unable to complete the submission to the National Park Service for nomination.

Through this grant application the Planning Department in conjunction with the Historic Preservation Commission, will hire a consultant to complete the National Register Project in two separate phases. Each phase will result in a submission to the NPS for consideration for the National Register.

In the first phase the City will update the existing Historic District. Preliminary work was completed in 2006 however that work will need to be updated and reviewed. In addition, the City will clarify the district boundary and provide justification for adjusting them. All files and information in hard copy the City will migrate these files from hard copy to a digital format compatible with National Register standard in accordance with the Government Paperwork reduction act.

1978 -1989 District

530 main properties

+18 accessory properties (i.e. garage)

= **548 Total** buildings/sites/structures

88% contributing (i.e. historic)

In the second phase the consultant will guide the city through the adoption process required for the update of the Historic Preservation District with the new boundary increase and incorporate new additions such as Hubbard Park (map in attachments) which will be formally listed.

2006-2009 District Update

563 main properties

+ 90 accessory properties

= **653 Total** buildings/sites/structures

88% contributing (i.e. historic)

Please Answer the Following Questions:

- 1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of *all* CLG grant projects).**

Much of phase 1 is technical in nature and will not involve specific public outreach. That said, the Historic Preservation Commission will review the consultants work during their monthly, publicly noticed meetings. In addition, the Historic Preservation Commission will update City Council on their progress in early 2016. As a part of phase 2, the draft will be reviewed in a special Historic Preservation Meeting and all notices will be published in the newspaper of record, on the City Website, and through social media predominantly through the City's Facebook and Twitter accounts. The Historic Preservation Commission will work with the Montpelier Bridge to have a series of articles on the project and highlight some of the more unique buildings in the District.

- 2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?**

The City of Montpelier's first submission to the National Register was in 1977 and since then the City has worked to increase the boundaries of the Historic Preservation District. In the years following the designation the City created design standards which are reviewed by the Design Review Committee and who play an advisory role to the Development Review Board. The adoption of design review in the city has had a profoundly positive impact on the maintenance and improvement of the historic district. The Design Review boundaries though are tied to the earlier (smaller) historic boundaries. The expansion of the National Register District will place more properties under the protection of design review thereby providing significant and long lasting protection.

- 3. Describe the project schedule assuming starting date of May 2015 and completion date of September 1, 2016. List dates for subcontracting with consultants, on-site meetings, and delivery of draft products - including survey and National Register forms - public meetings, as applicable. All products, a final project report and auditable financial documentation are due by the completion date.**

DATE	Task/Product Completed
3/2015	DHP notifies applicants of grant awards
5/2015	Execute Grant Agreement
6/2015	Develop RFP to Solicit Consultant & Release
7/2015	Select Consultant
8/2015	Begin Review and Compile list of necessary updates from 2006 work & Develop Work Plan
9/2015	Historic Preservation Commission to approve work plan at September 2015 Meeting
9/2015-4/2016	Update Existing Inventory and convert previous work to digital, meet monthly with CLG Coordinator, every 2 months with Historic Preservation Commission

4/2016	Public Hearing on Updated Boundaries
5/2016	Complete Submission Requirements To National Register
8/1/2016	Completion Date: Deadline to submit final project and request reimbursement.
9/30/2016	Deadline for DHP to process payment requests and disburse grant funds

4. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

Historic Preservation Commission Volunteers include the following:

Eric Gilbertson Preservation Trust of Vermont
James Duggan State Historic Preservation Office
Anthony Otis Attorney
Helen Husher Citizen
Stephen Bousquet Realtor

It is anticipated that the Commissioners will use their professional experience and knowledge of the properties in the City of Montpelier to guide the consultant and assist with review and approval of the work plan, establishing project benchmarks, review materials, and public engagement.

Consultant (to be determined through competitive process) will review previous work. Prepare a work plan, provide updates to the Commission and CLG Coordinator, convert previous work to digital format, work with City Staff to prepare maps, notices, grant reporting and keep a detailed record of expenditures, project costs and time.

Audra Brown is the Assist Zoning Administrator and Flood Plain Manager. Audra will assist the consultant with issues related to zoning and flood plain boundaries etc.

Zach Blodgett is Junior Engineer in the Department of Public Works and the City's GIS specialist. Zach will assist the Department of Planning and Community Development with the preparation of the appropriate boundary maps for the consultant and the commission.

Mike Miller the Director of Planning and Community Development and the City's newly appointed CLG Coordinator will act as project manager to guide the process by ensuring that the consultant and Historic Preservation Commission are following the predetermined work plan.

Kevin Casey, Community Development Specialist will act as Grant Administer to ensure grant agreement requirements are properly adhered to and that requisitions are submitted in a timely manner.

Signatures: After completing the application, print it out and have each of the three signatories sign and date this page. Then scan the complete application as a PDF and email it as an attachment along with the other required application materials.

Signature [Signature] Date 2/17/2015